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2 November 1966

MEMORANDUM FOR: Director of Medical Services  
Director of Communications  
Director of Finance  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Support Services Historical Board

1. The initial meeting of the Support Services Historical Board was held on 26 October 1966. The Chairman and the Executive Secretary briefly discussed the historical programs now being undertaken by the Clandestine Services, and the Directorates for Intelligence, and Science & Technology.

2. There followed considerable discussion of the many facets of the proposed historical program for the Support Services and the Board tentatively agreed that:

a. The following types of histories should be produced by each Office:

- (1) Overall narrative chronological histories of each Office or major staff;
- (2) Monographs or historical studies on special activities, operations or situations which might be unique and of such length that they would destroy the smooth flow of the narrative history.

b. The following types of personnel should write the histories:

- (1) The narrative chronology could be written by personnel who intended to retire within 6 or 8 months and could be relieved of other duties for the

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purpose of historical writing. In a few cases, where absolutely necessary, annuitants could be brought back under "independent contractor" contracts.

- (2) Monographs and short historical studies could be written by those personnel on duty having intimate knowledge of the special activities to be covered. There would appear to be no overriding difficulty in asking personnel to prepare these papers in addition to their other duties if the papers do not exceed twenty to thirty pages and if there are no short deadlines.

3. The Board would like to have each Office nominate by 10 November 1966 a senior official who would guide and direct the preparation of histories in his area and be the focal point for contact with the Board. Upon receipt of such nominations, the Chairman will call another meeting of the Support Services Historical Board, together with the above-mentioned nominees, to discuss more fully the problems inherent in the development of an historical program. It is felt that great benefit would be derived by an exchange of ideas by the representatives of the various elements of DD/S. There is attached a copy of some random notes which may stimulate thoughts and questions on the subject.

4. In the near future the Board will ask that each major component of the Support Services submit a list of narrative histories, monographs, and other historical studies that they expect to write and, where possible, the names of personnel who will write them.

5. Your cooperation would be greatly appreciated.



Chairman  
Support Services Historical Board

Attachment:  
As stated

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O-DD/S:RBW:lar (4 Nov 66)

Prepared by Mr.

Distribution:

- Orig - DD/S Subject w/att
- 1 - Each Office Head
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